

IOWA CERTIFIED TECHNICIAN REGISTRATION INSTRUCTIONS

400 SW 8th St. Suite E Des Moines, IA 50309-4688 515-281-5944

Complete the attached Iowa Board of Pharmacy's certified technician registration application. When completing this application, please be advised of the following:

- EFFECTIVE JULY 1, 2021, any person not currently registered with the Board as a pharmacy technician must obtain registration prior to commencing employment in an Iowa pharmacy as a pharmacy technician.
- It is the expectation of the Board that the CPhT registration is obtained as soon as possible after obtaining national certification.
- The CPhT registration will expire on the date that your national technician certification expires. Please note the change in fees due for initial and renewal applications.
- National certifications that expire within 30 days of the expiration of your Board of Pharmacy CPhT registration, or submission of your initial application, must be renewed prior to the renewal of your Board of Pharmacy CPhT registration.
- All sections of the application must be completed. Incomplete applications will delay the issuance of your registration. Unsigned applications will be returned.
- Failure to answer all questions completely and accurately, including omission or falsification of material facts, may be cause for denial of your application or disciplinary action. When in doubt, answer "yes" and provide an explanation.
- Registrations are issued administratively following review of a completed application and all required documentation, unless the application warrants referral to the Board, or unless a personal appearance is required.
- Applications are valid for only 45 days from the date of receipt. You will be notified by email if additional information is required. If the application has not been completed within 45 days, a new application and fee will have to be submitted if you wish to obtain an Iowa technician registration.
- Employment means that you have been hired by a pharmacy to perform the duties of a pharmacy technician trainee, not necessarily that you have actually started working in the pharmacy. Please identify the pharmacy that has hired you and the anticipated start date to physically work in the pharmacy as a technician trainee. If you have already started working in the pharmacy as a technician trainee, you must indicate the exact date that you started working in the pharmacy as a technician trainee. If you have been working for the company in another capacity, or working in the pharmacy in another pharmacy position, but are just now to begin the duties of a pharmacy technician trainee, indicate the anticipated start date you will begin or the actual start date you began to perform the duties of a technician trainee, not the initial date you were hired to work elsewhere with the company or to work in the pharmacy in another position.
- Military veteran applicants are eligible for waiver of the initial application fee and one renewal fee if the applicant was honorably or generally discharged from federal active duty or national guard duty within five (5) years prior to application submission. Applicants seeking waiver of the initial application fee or renewal fee must submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214) or Verification of Military Experience and Training (VMET-DD Form 2586).

Continuing Education:

- 1. If you are an authorized technician who administers immunizations, you are required to complete at least one hour of ACPE-accredited continuing education with the ACPE topic designator "06" followed by the letter "P" or the letter "T." This continuing education may be used as part of the continuing education required to maintain your national pharmacy technician certification.
- 2. If you are a certified pharmacy technician practicing in a licensed telepharmacy in Iowa, you are required to complete at least two hours of continuing education in patient safety/medication errors and at least two hours of continuing education in pharmacy law. These continuing education credits may be used as part of the continuing education required to maintain your national pharmacy technician certification.

Disclosure of Medical Conditions, Criminal History, and Disciplinary Action

Be advised that the application for technician registration asks about any medical conditions you have that might impair your ability to perform delegated technical functions. The Board also considers any prior criminal history and disciplinary actions when issuing technician registrations. As part of the application process, you will be asked questions about prior criminal history and disciplinary actions.

If you have any questions concerning these requirements, please notify the Board office. If any of these situations pertain to you, there may be delays at the time of registration. We suggest you contact the Board office for information as to what documentation may be necessary for registration. Contacting the Board office about any of these situations may avoid unnecessary delays at the time of registration.

For anyone submitting an application:

You are <u>strongly encouraged</u> to perform a background check on yourself through Iowa Courts Online or have your employer perform one prior to submitting your application. Keep in mind that Iowa Courts Online only shows Iowa state court convictions. This is a quick way for you to refresh your memory as to any Iowa state court convictions.

You must disclose all convictions, regardless of where or when they occurred, if the conviction has not been previously disclosed to the Board. When in doubt, disclose your full history. Failure to disclose a criminal conviction could result in delays in processing your application or in your application being denied.

To search Iowa Courts Online, go to: https://www.iowacourts.state.ia.us/ESAWebApp/DefaultFrame

On the results page, identify ALL cases that pertain to you. You must disclose ALL cases that pertain to you unless the case was dismissed. Verify that the word "DISMISSED" appears under the disposition status on the first screen when you click on the case. If you are unsure of whether or not to disclose something, then you should disclose it.

DO NOT SUBMIT PAYMENT IN CASH

DO NOT BEDNITT THE THE CHAIN							
Initial and Renewal Application Fees							
Initial fees are calculated by the date of signature on the application and the expiration date of your national certification							
Renewal fees are calculated by the expiration date of your current registration and the expiration date of your national							
certification							
Application with national certification expiration within 6 months		\$0 (no fee)					
Application with national certification expiration in 6-12 months	\$10.00						
Application with national certification expiration in 1-2 years	\$20.00	\$20.00					
Application with national certification expiration in 2-3 years	\$40.00						
Application with national certification expiration in 3-4 years	\$60.00						
Renewal Penalty Fees							
Application postmarked in the first month after expiration of registration. This	Penalty Fee		\$40.00				
penalty fee is due in addition to the applicable fee listed above.							
Application postmarked two or more months after expiration of registration	Total Reactiv	vation Fee	\$160.00				

Application and penalty fees are non-refundable administrative fees.

REQUIRED DOCUMENTATION

- A copy of legal photo identification supporting your full legal name (driver's license, passport, government-issued ID, etc.). DO NOT SUBMIT A COPY OF YOUR SOCIAL SECURITY CARD OR BIRTH CERTIFICATE
- A copy of your current national certified pharmacy technician certificate (PTCB or NHA).
- A description and documentation of the conviction for any criminal history disclosed.
- A description and documentation of the final disciplinary order for any disciplinary history disclosed.
- A description and documentation of the final denial orders by a licensing authority.
- A description of any medical condition reportable by the requirements of section 8.
 - o A Verification of Medical Condition form is required to be completed and submitted by your treating physician(s). The form is available on our website at pharmacy.iowa.gov.
- Renewals: only convictions, disciplinary orders, final denials, or medical conditions from the time of your last application are required to be reported.

Submit the completed application with all attachments and a check or money order in the appropriate amount made payable to the Iowa Board of Pharmacy, 400 SW 8th St. Ste. E, Des Moines, IA 50309-4688.

IOWA BOARD OF PHARMACY APPLICATION FOR TECHNICIAN REGISTRATION

400 SW 8th St Suite E, Des Moines, IA 50309-4688

Please type or print legibly in ink. Complete all application sections and sign. **Incomplete or illegible forms will delay the issuance of your registration.** Refer to the application instructions for the appropriate fee amount.

MILITARY STATUS													
Active Duty Military Veteran						Spouse of Active Duty Military							
Waiver of new or initial renewal registration fee based on honorable or general discharge from military service within the past five (5) years. Applicants seeking waiver of the initial application fee or renewal fee must submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214) or Verification of Military Experience and Training (VMET-DD Form 2586).													
Purpose: New Renewal Registration #:													
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must indicate your activity: Academia Other-Pharmacy Related Unemployed Non-pharmacy profession/employment													
If you have indicated your activity as Other-Pharmacy Related, Unemployed, or Non-pharmacy													
profession/employment, please explain:													
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3. PREVIOUS EMPLOYMENT: List your employment experience for the past two years, starting with the most recent. Do not include current employment which you have already listed above.													
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- **10. MEDICAL CONDITION:** *means any physiological, mental, or psychological condition, impairment, or disorder, including drug addiction and alcoholism.*
- a) Do you currently have a medical condition that in any way impairs or limits your ability to perform the duties of a technician with reasonable skill and safety?

 YES

 NO
- b) Are you currently engaged in the illegal or improper use of drugs or other chemical substances?

YES NO

- c) Do you currently use alcohol, drugs, or other chemical substances that would in any way impair or limit your ability to perform the duties of a technician with reasonable skill and safety?

 YES

 NO
- d) If YES to any of the above, are you receiving ongoing treatment or participating in a monitoring program that reduces or eliminates the limitations or impairments caused by either your medical condition or use of alcohol, drugs, or other chemical substances?

 YES

 NO
- e) If YES to any of the above, does your field of work, the setting, or the manner in which you perform the duties of a technician, reduce or eliminate the limitations or impairments caused by either your medical condition or use of alcohol, drugs, or other chemical substances?

 YES

 NO

If you answered yes to any of the above questions, on a separate sheet of paper provide a signed and dated explanation and submit the "Verification of Medical Condition" form which is to be completed by your treating physician(s). The form is available on our website at pharmacy.iowa.gov.

I hereby swear or affirm under penalty of perjury that the information provided in this application is true and correct. I understand that failure to provide complete and truthful information may constitute grounds for denial, revocation, or other disciplinary sanctions against my technician registration.

11. REQUIRED SIGNATURE:

Signature of Applicant/Registrant:	Date:

Privacy Act Notice: Disclosure of your Social Security number on this registration application is required by 42 U.S.C. §666(a)(13) and Iowa Code §\$252J.8(l), 261.126(1), and 272D.8(1). The number will be used in connection with the collection of child support obligations and debts owed to the state of Iowa, and as an internal means to accurately identify registrants, and may be shared with taxing authorities as allowed by law including Iowa Code § 421.18.

A registration to practice as a technician is subject to periodic renewal. Check your registration certificate for the expiration date. It is <u>your</u> responsibility to timely renew the registration and to report any change of name, address, email address, or employment status within 10 days of a change.

Information provided on this application may be disclosed pursuant to 657 IAC Chapter 14, subject to exceptions in federal and state law.